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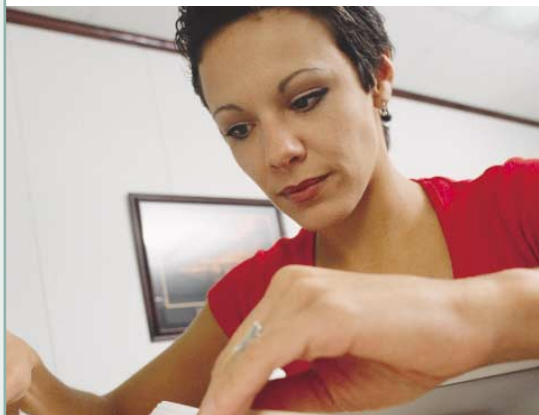
Whether it's providing assistance with strategic planning or project implementation, federal agencies depend on *FedSource* to provide the best services, at the best prices, in a timely manner. *FedSource* does this by looking at the best the industry has to offer, conducting negotiations to secure the right deal and passing that value on to their customers.

Recently *FedSource* reviewed its list of quality project support providers. These private-sector companies provide long- and short-term staffing support in administrative, technical, professional and industrial categories. As a result of the review, *FedSource* is pleased to announce it has added five companies to its already solid list of providers.

Getting the job done

Now more than ever, federal agencies are feeling the squeeze from increased workloads, limited resources and tight deadlines. In order to meet these challenges head-on, many successful federal managers are using the services of *FedSource* as the intelligent alternative. This eliminates the added expense and delay of establishing additional contracts for services.

FedSource, which is a government entity managed by government personnel, was created to provide federal managers with immediate access to large volume Project Support contracts at an exceptionally competitive price. For federal agencies, these Project Support contracts are established to meet long- and short-term project needs. This is especially helpful in situations where federal managers must rely on the private sector to provide the service.



By using Project Support contracts, federal managers can readily obtain a variety of administrative, technical, industrial and professional contract service providers. These providers are trained and qualified to perform the work specified in the requester's statement of requirements.

To create a better understanding of how Project Support contracts can better assist federal managers in meeting current and emerging needs, *FedSource* offers the following guidelines for consideration:



- Project Support contracts work particularly well when management reviews the work presently performed by federal employees and determines it will be converted to a private sector contract.
- Workload changes, such as a backlog, one time requirement, reorganizations or events outside agency control, are several examples where Project Support contracts offer the intelligent resource alternative.
- Project Support contracts are awarded using full and open competition under the Federal Acquisition Regulations. These are service contracts that directly engage the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply.
- Project Support contracts are not personal service contracts and do not rely on employer-employee relationships to accomplish the requirements identified in advance by the federal managers. On the contrary, these contracts actually relieve the federal manager from all duties relating to personnel management. As a result, federal managers are able to devote precious time for core versus non-core requirements.

For more information on effective Project Support contracting, contact any one of *FedSource*'s four offices. For a listing, visit their Web site at www.fedsource.gov.

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Contracts were awarded to: Johnson Control World Services, Inc., Express Services, Inc., TSI Corporation, Kelly Services, Inc. and Westaff USA Inc. The contracts become effective on October 1, 2002. They have a base year plus four option years and are Indefinite Quantity, Indefinite Delivery, Performance-Based contracts. The projected dollar value over the five years is \$700,000,000.

By working with high quality, private-sector vendors like those listed above, *FedSource* can continue to assist its customers in meeting their missions on time and on budget. For more information on *FedSource* and its service offerings, including project support, visit its Web site at www.fedsource.gov.

Who's responsible for workplace security?

With today's ever-changing and politically active world, workplace security is an important issue that seems to have especially affected federal employees. While many people may be concerned, most leave it up to one or two people to address it within the organization. In actuality, everyone, from senior executives to human resources, shares in the critical responsibility for securing their work environment.



FedSource vendor U.S. Investigations Services (USIS) deals with this scenario on a regular basis. They have helped organizations establish and maintain a security framework that protects their facilities, personnel and information systems from internal and external threats. As a result, they've developed the following 10 tips that various personnel within an organization can follow to make a safer, more secure workplace:

- Identify critical mission-based operations, information and assets.
- Identify and report known and suspected threats to the organization.
- Ensure security plans/practices can effectively detect and deter these threats.
- Exercise due diligence in employee hiring and retention processes.
- Provide regular security/safety training for all employees.
- Prepare and test emergency response plans to protect facilities and personnel.
- Prepare and test business continuity plans.
- Train management to identify, observe, report and respond to vulnerabilities and threats.

- Conduct monthly tests of security/safety systems and security personnel.
- Conduct periodic security assessments and make changes as necessary.

To complement these security steps and for an extra level of confidence in their security plans, organizations may call in experts for a second opinion. For example, USIS (through *FedSource*) provides a comprehensive four-step process to assure an organization's security solution does meet its needs. This includes threats and vulnerability assessments, security planning and design, plan implementation and independent validation and verification assessments.

But of course, the bottom line is that organizations have at least an initial security plan and that everyone gets involved, even if it's simply reporting suspicious behavior. Everyone is responsible for workplace security. To learn more about workplace security measures or for assistance with security assessments, planning, implementation or verification, contact *FedSource*.

